

JEN DUVALL



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JEN-DUVALL.COM

PROFESSIONAL PROFILE

After 8 successful years in government contracting, I am embarking on a career change into web development/design as well as a move to the Charlotte, NC area. My work history has provided me with strong business skills, such as organization, attention to detail, and the ability to work well individually, as part of a team, or in a leadership role. Please check out my portfolio at www.jen-duvall.com for more information about my web development education, examples of recent work, and skills.

EXPERIENCE

Manager of Contracts & Operational Finance

Novetta, Inc. / Columbia, MD / 2011 – 2015

- Handled all contracts and operational finance for the CSD division.
- Provided weekly update reports for Senior Leadership.
- Managed contract transition during and after acquisition of White Cliffs Consulting, LLC by Novetta, Inc.

Senior Contracts Administrator

White Cliffs Consulting, LLC / Columbia, MD / 2011 – 2015

- Responsible for all contracts and proposal activity
- Active as a Program Lead by participating in meetings with prime contractors, working on staffing strategies, and providing other Program Leads with contractual information and updates.

Contracts Administrator

SRA, International/ Columbia, MD/ 2009 -2011

- Secured largest prime proposal win for the Intelligence division as the Contracts Administrator.
- Assisted in facilitating the name changes of all active contracts due to the acquisition of RABA Technologies by SRA, International.
- Created a new hire procedure booklet to help definitize policies and procedures.

Pricing Specialist

LGS, Innovations, LLC/ Columbia, MD / 2008 – 2009

- Responsible for providing compliant and accurate cost and pricing data for government proposals.
- Prepared documents in response to RFPs in compliance with CAS, FAR and DFAR requirements and to meet the customers' specific needs.
- Experience working with many different contract types (T&M, FFP, CP, etc.).
- Worked closely with proposal team, contract management, and sales teams on pricing strategy.
- Maintained all files and backup documentation according to DCAA audit policies.

EDUCATION

Bachelors of

Arts/PSYCHOLOGY

University of North Carolina

At Wilmington

2001-2003

Full Stack Web Development Bootcamp

CareerFoundry

2015

SKILLS

>>PROFESSIONAL

Contract Negotiation

Price Negotiation

Proposal Preparation and
Submission

Managed contractual
requirements according to
FAR and DFAR

Maintained all contractual
files

Maintained compliance
while staying mission-
focused

Extremely well-organized

Keen attention-to-detail

Excellent communication
skills

JEN DUVALL

EXPERIENCE (CONTINUED)

Junior Buyer

SRA, International/ Columbia, MD / 2007 - 2008

- Responsible for processing purchase requisitions and pricing efforts, maintaining open communication with all internal customers, and working with vendors to provide the best price and/or value for all SRA purchases.
- Acted as procurement point-of-contact for Columbia, MD employees.
- Informed requestors of SRA policies and procedures, and assist first-time requestors with forms.

Purchasing Agent

RABA Technologies, LLC, a wholly-owned subsidiary of SRA International, LLC / Columbia, MD / 2006 - 2007

- Responsible for processing purchase requisitions from request to receipt.
- Built procurement requisition file, acquired signature approvals, negotiated pricing, and placed orders.
- Maintained open communication with requestors throughout the process.
- Also responsible for receiving items, notifying recipients, and tagging/tracking assets.
- Developed and maintained databases for purchase information and asset management.
- Prepared and executed government funded equipment audit, which was completed with 100% accuracy.

REFERENCES



GEOFF EVASON

CareerFoundry MENTOR

geoff@evason.name



JOHN PURDON

Contracts Manager

John_Purdon@sra.com



DOMINIC HUNTER

Chief Financial Officer

dhunter@cyberpointllc.com



ATHENA STARRY

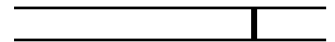
Director of
Contracts & Finance

astarry@novetta.com

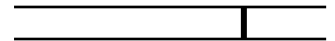
SKILLS

>>TECHNICAL

HTML & CSS



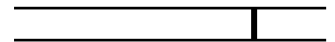
Javascript



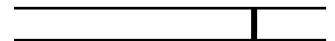
Ruby on Rails



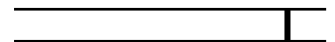
Adobe Creative Suite



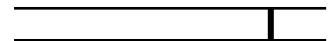
Microsoft Office Suite



Delteck CostPoint



GovWin



EXTRA

>> CLEARANCE -
TS/SCI WITH FULL
SCOPE POLYGRAPH